



OFFICE OF JUVENILE JUSTICE (OJJ)  
**FEDERAL GRANT APPLICATION - CJJC**  
Please read all instructions carefully.

For assistance, contact the Department of Social and Health Services (DSHS)  
Office of Juvenile Justice at (360) 725-3600 or FAX (360) 407-0152.

CONTRACT NUMBER	<b>FOR OJJ USE ONLY</b>
	DATE STAMP
PROGRAM AREA	

**1. APPLICANT: DO NOT USE PERSON'S NAME**

AGENCY NAME	TELEPHONE NUMBER	FAX NUMBER
STREET ADDRESS	CITY	STATE ZIP CODE
MAILING ADDRESS	CITY	STATE ZIP CODE

**2. IMPLEMENTING AGENCY: ENTER AGENCY, DEPARTMENT OR CONTRACTOR DIRECTLY IMPLEMENTING THE PROJECT (DO NOT USE PERSON'S NAME)**

NAME	TELEPHONE NUMBER
STREET ADDRESS	FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER (MANDATORY FOR FEDERAL TAX PURPOSES)
CITY STATE ZIP CODE	

**3. PROJECT TITLE: ENTER BRIEF, DESCRIPTIVE PROJECT TITLE**

**4. APPLICANT'S AGREEMENT**

The applicant is applying for a grant award in the amount shown in the proposed BUDGET SUMMARY (Section 8 of this application) for the purposes identified in this application. By signing and submitting this application, the applicant agrees that this document, together with the STANDARD CONDITIONS AND CERTIFICATIONS (Attachment A of this application), becomes an offer to contract with Washington State Department of Social and Health Services (DSHS or the Department) which, if accepted, binds the applicant to the following:

The applicant agrees that this offer becomes a binding contract when a copy of this page is signed by the OJJ Office Chief and returned to the applicant together with an Approved Budget and Special Conditions form provided, however:

- In the event any budget category amount differs from the amount shown in Section 8 of this application, as modified by the Approved budget and Special Conditions, that amount shall be considered to be a counteroffer. The Department shall consider the counteroffer accepted by the applicant unless rejected in writing within 30 days after the date of mailing of such counteroffer by the Office of Juvenile Justice (hereinafter referred to as OJJ) to the applicant.
- Upon acceptance of this offer/counteroffer, the applicant shall be referred to as the "Contractor" and the Contractor agrees to accept and abide by the special terms and conditions.

NAME AND TITLE OF AUTHORIZED OFFICER (PERSON WITH LEGAL AUTHORITY: COUNTY COMMISSIONERS' CHAIRMAN OF THE BOARD, MAYOR, CITY/TOWN MANAGER, AGENCY DIRECTOR)

APPLICANT'S SIGNATURE	DATE
ACCEPTANCE OF OFFER COUNTEROFFER FOR DSHS <input type="checkbox"/> Acceptance <input type="checkbox"/> Non-acceptance	OJJ CONTRACTING OFFICER'S SIGNATURE DATE

**5. PROJECT DIRECTOR: PERSON IN DIRECT CHARGE OF PROJECT (DAY-TO-DAY OPERATIONS AND PREPARATION OF REQUIRED PROGRESS REPORTS)**

NAME AND TITLE	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY STATE ZIP CODE	E-MAIL ADDRESS

**6. FINANCIAL OFFICER: PERSON IN CHARGE OF FISCAL MATTERS (ACCOUNTING, FUNDS MANAGEMENT, EXPENDITURE, VERIFICATIONS, FINANCIAL REPORTS)**

NAME AND TITLE	TELEPHONE NUMBER
STREET ADDRESS	FAX NUMBER
CITY STATE ZIP CODE	E-MAIL ADDRESS

Omission of any required information or certification may be cause for denial of the application. The Department shall take a final approval/disapproval action on all applications within 90 days of receipt by the Department of a conforming application, together with all required certifications. The Department shall not consider an application conforming unless the applicant has completed all items in accordance with instructions and has submitted the necessary certifications. The applicant must submit two signed completed applications to: OFFICE OF JUVENILE JUSTICE, DEPARTMENT OF SOCIAL AND HEALTH SERVICES, PO BOX 45828, OLYMPIA WA 98504-5828.

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AGENCY NAME	DATE
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PROJECT TITLE
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10. BUDGET DETAILS: CATEGORY A. PERSONNEL

This category is for services rendered by all personnel employed by the project. Costs incurred include salaries, benefits, uniforms, and special clothing.

**SALARIES AND WAGES:** Payment for personal services rendered in accordance with rates, hours, terms and conditions as authorized by law or stated in employment contracts.

**OVERTIME, HAZARDOUS DUTY, ETC.**

**PERSONAL BENEFITS:** FICA, retirements, insurance, etc.

**UNIFORMS AND CLOTHING:** Only uniforms for special clothing required by the nature of the employment and paid for by the employer may be listed.

NOTE: Project funds may not be used to pay a percentage of the compensation of any person who was employed by the implementing agency before the project starting date without prior specific authorization from the Department separate from the grant approval. Specific authorization is not required if a person currently employed by the applicant or the implementing agency is transferred from his/her prior position to the project if the transfer creates a personnel vacancy to be filled by hiring a new employee.

LIST POSITION TITLES	ANNUAL SALARY	PERCENT OF TIME TO PROJECT	ITEM TOTAL
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
CATEGORY TOTAL		%	

JUSTIFICATION AND EXPLANATION: Justify all positions in terms of days and/or hours required to perform the GOALS, OBJECTIVES, AND TASKS set forth. Calculate fringe benefits for each position or class of positions.

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**10. BUDGET DETAILS: CATEGORY B. SUPPLIES**

This category is for articles and commodities which are consumed or materially altered when used. The following are types of supplies.

**OFFICE SUPPLIES:** For example, office stationery, forms, small items of equipment, and maps, films, books, periodicals, and tapes.

**OPERATING SUPPLIES:** For example, chemicals, drugs, medicines, laboratory supplies, cleaning and sanitation supplies, food for human consumption, fuel, household and institutional supplies, and clothing.

**REPAIR AND MAINTENANCE SUPPLIES:** For example, building materials and supplies, paints and painting supplies, plumbing supplies, electrical supplies, motor vehicle repair materials and supplies, other repair and maintenance supplies, and small tools.

ITEMIZED LISTING (DESCRIPTION OF THE ITEM)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

**10. BUDGET DETAILS: CATEGORY C. OTHER SERVICES AND CHARGES**

This category is for services other than PERSONNEL which are required in the administration of the project. Such services may be provided by some agency of the government unit or by private business organizations. The following are types of services and charges classified under this category.

**COMMUNICATION:** For example, telephone, telegraph, and postage.

**TRANSPORTATION:** For example, freight and express charges, and messenger service.

**ADVERTISING**

**PUBLIC UTILITY SERVICE**

**PRINTING AND BINDING**

**REPAIRS AND MAINTENANCE**

**INSURANCE**

**RENTALS:** For example, buildings, and equipment and machinery.

**MISCELLANEOUS:** For example, tuition and other training fees, dues, subscriptions and memberships, and taxes.

ITEMIZED LISTING (WORD OR WORDS DESCRIBING THE COST ITEM, I.E., POSTAGE)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

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#### 10. BUDGET DETAILS: CATEGORY D. CAPITAL OUTLAY/EQUIPMENT

This category is for nonexpendable outlays which result in the acquisition of, rights to, or additions to fixed assets, other than structures. The following are some of the types of charges under this category. NOTE: Exclude small tools.

**MACHINERY AND EQUIPMENT:** For example, communications equipment (typewriter, microcomputer), janitorial; laboratory, office furniture and equipment, heavy duty work equipment, and other machinery and equipment.

ITEMIZED LISTING (DESCRIBE THE COST ITEM)	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

## 10. BUDGET DETAILS: CATEGORY E. TRAVEL

Travel costs are for domestic travel. Contractors may follow their own established rate for staff travel as long as the rate does not exceed the allowable state rate.

The allowable state rate for mileage will be used. Air fare should be the lowest coach fare.

ITEMIZED LISTING	UNIT	UNIT COST	ITEM TOTAL
CATEGORY TOTAL			

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The following types of personal services may be contracted:

- EVALUATION/RESEARCH
- LEGAL
- ACCOUNTING
- MEDICAL AND HEALTH SERVICES
- AUDITING
- SOCIAL SERVICES

10. BUDGET DETAILS: CATEGORY G. INDIRECT CHARGES									
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Indirect costs may not exceed 10% of the total direct charges. Indirect costs include costs of operating the agency which are not directly attributed to this project (e.g., maintaining physical plan, depreciation, receptionist, agency administration salaries, etc.)

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<b>7. PROJECT PERIOD</b>
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A project period is one year and may not exceed one year except by prior agreement with the Department.

Proposed project period is form \_\_\_\_\_ to \_\_\_\_\_

<b>8. BUDGET SUMMARY</b>
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The proposed project budget is shown below. If the proposal is accepted for contracting, the budget on the Approved budget and Special conditions form supersedes the proposed budget shown below.

<b>BUDGET CATEGORIES</b>  Enter the category totals from Section 10. BUDGET DETAILS. The sum of categories A - F is entered as TOTAL DIRECT CHARGES. If indirect costs are claimed, enter the amount in G. These may not exceed ten (10) percent of the TOTAL DIRECT CHARGES. Add TOTAL DIRECT CHARGES and INDIRECT CHARGES, and enter the sum on TOTAL PROJECT COSTS line.	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 60%;">A. Personnel</td><td style="width: 20%;"></td><td style="width: 20%;"></td></tr> <tr><td>B. Supplies</td><td></td><td></td></tr> <tr><td>C. Other services and charges</td><td></td><td></td></tr> <tr><td>D. Capital outlay/equipment</td><td></td><td></td></tr> <tr><td>E. Travel</td><td></td><td></td></tr> <tr><td>F. Contractual services</td><td></td><td></td></tr> <tr><td><b>TOTAL DIRECT CHARGES</b></td><td></td><td></td></tr> <tr><td>G. Indirect charges</td><td></td><td></td></tr> <tr><td><b>TOTAL PROJECT COST</b></td><td></td><td></td></tr> </table>	A. Personnel			B. Supplies			C. Other services and charges			D. Capital outlay/equipment			E. Travel			F. Contractual services			<b>TOTAL DIRECT CHARGES</b>			G. Indirect charges			<b>TOTAL PROJECT COST</b>		
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<b>SOURCE OF FUNDS</b>  1. May not exceed amount approved by the Governor's Juvenile Justice Advisory Committee.  2. Must be funds specifically appropriated for project in applicant's budget.  <b>Project income must be applied to project operational costs or deducted from the grant award. It is important that all anticipated project income be included in the budget.</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Federal</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;"><b>%</b></td> </tr> <tr> <td>2. Match</td> <td></td> <td style="text-align: right;"><b>%</b></td> </tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr><td> </td><td></td><td style="text-align: right;"><b>%</b></td></tr> <tr> <td><b>TOTAL PROJECT FUNDS</b></td> <td></td> <td style="text-align: right;"><b>%</b></td> </tr> </table>	1. Federal		<b>%</b>	2. Match		<b>%</b>			<b>%</b>			<b>%</b>			<b>%</b>			<b>%</b>			<b>%</b>			<b>%</b>	<b>TOTAL PROJECT FUNDS</b>		<b>%</b>
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<b>9. PROJECT SUMMARY: GIVE A BRIEF NARRATIVE SUMMARY OF THE PROJECT.</b>
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AGENCY NAME	DATE
PROJECT TITLE	

**Statement of Work**  
**Community Juvenile Justice Coordination (CJJC)**

- Develop and facilitate processes for coordination and information sharing of local juvenile justice needs.
- Meetings or CJJC sponsored events are held at least six times per year
- Based on local data, identify and prioritize juvenile justice needs and issues in the CJJC service area. Needs and issues to be considered must include GJJAC stated priorities and focus areas (DSO, DMC, JDAI, Restorative Justice, mental health, and gender specific services for girls). Develop and implement at least one strategy which addresses the prioritized need(s) during the contract period.
- Youth participation in CJJC is required (participation could include meetings, CJJC sponsored focus groups, youth summit, community youth planning effort, etc.)
- Membership includes juvenile justice system and key community partners (use JJDP Act as model).
- Attend GJJAC trainings/workshops deemed critical by the GJJAC and OJJ to be essential to the administration of this grant.
- Assess the representation of minority youth in the juvenile justice system, and where racial disparity exists develop a plan and strategies to address the racial disparity. As part of the assessment process, complete Relative Rate Index (RRI) forms annually, and submit to the GJJAC.
- Discuss and analyze RRI results, selecting at least one area which will be addressed during the contract period
- Act as a resource to the GJJAC and OJJ including: identify technical assistance and training needs, provide information and recommendations to the GJJAC regarding draft data and policy, encourage and assist community organizations to respond to GJJAC Request for Proposals.